



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

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To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Don Knabe, Chair Pro Tem
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: Jon W. Fullinwider
Chief Information Officer

STATUS ON RECOMMENDATION CONCERNING E-DOCUMENTING PROJECTS

This memo is in response to your Board's motion of August 6, 2002, instructing my office, together with the Director of Personnel and the Registrar-Recorder/County Clerk, to review various ongoing e-documenting/electronic document management system (EDMS) projects that might be used as a model(s) demonstrating opportunities for improved efficiency within the County, and to report back to you with recommendations. The following information provides a current status on our efforts to conduct a countywide assessment and develop recommendations that address opportunities for the strategic application of EDMS within the County.

An online survey has been developed and will be distributed to all County departments, requesting detailed information concerning EDMS projects. The survey will identify EDMS applications currently in production, planned projects and those departments that have business activities or needs that can be effectively served by EDMS functionality. This survey is required to supplement information from those departments that identified business needs in their Fiscal Year 2003-04 Business Automation Plans (BAPs) that could potentially require EDMS solutions. We plan a 30-day period to collect responses to the survey, including any follow-up regarding survey responses. The survey will be distributed within the first week of April with the responses due by April 21, 2003. This will allow us to complete the preliminary review and assessment of the responses prior to our next status report.

Preliminary findings based on information compiled to date has identified that eight (8) departments (Sheriff, Information Systems Advisory Body (ISAB), Registrar-Recorder/County Clerk, Auditor-Controller, Treasurer-Tax Collector, Public Works, County Counsel and the Chief Administrative Office) are actively using applications that fit within the definition of EDMS. The range of EDMS functionality includes imaging – archival storage and management of previously paper documents to more complex optical character recognition and integrated workflow applications.

Two (2) departments, the ISAB and Registrar-Recorder, are planning projects that involve upgrades to existing applications (to add or improve workflow functionality). The District Attorney is also planning its initial implementation of an EDMS application providing imaging and document management. To date, we have not identified any applications or projects that incorporate the use of digital or electronic signatures although multiple organizations are investigating that technology.

My office will continue to provide your Board with status reports at 60-day intervals until a final report is issued. We will complete the summary of the survey and bring the data together with recommendations for next steps within that final report.

If you have questions or require additional information, please contact me at 213.974.2008, or in my absence, Jonathan Williams at 213.974.2080.

JWF:GM
EB:ygd

c: Director of Personnel, DHR
Registrar-Recorder/County Clerk
Susan Toy Stern, Chief Deputy, DHR
Chair, Information Systems Commission